



# TOWN OF MILLIS

Richard Nichols, *Chair*  
Nicole Riley, *Clerk*  
George Yered  
Bodha B. Raut Chhetry  
Alan Handel  
Joshua Guerrero, *Associate*

## OFFICE OF THE PLANNING BOARD

900 Main Street • Millis, MA 02054

Phone: 508-376-7045

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Camille Standley  
Administrative Assistant  
[cstandley@millisma.gov](mailto:cstandley@millisma.gov)

January 21, 2021

The Planning Board has **approved, with conditions**, the Special Permit for Site Plan Approval application of James McKay, DPW Director, and Michael Guzinski, Town Administrator, Town of Millis, 900 Main Street, for facilities renovations and additions at the Millis Department of Public Works located at 7 Water Street. The property is identified by the Millis Assessor's Office as Map 52, Parcel 19. The property is owned by Town of Millis, Select Board. The property is located within the Municipal Overlay of the Residential-Village (R-V) Zoning District.

A copy of this decision was filed in the office of the Town Clerk of Millis on **January 21, 2021**.

(Copies of this Decision available at the Planning Board's webpage:

<http://www.millisma.gov/planning-board>)

Any person aggrieved by this decision of the Planning Board may appeal said decision pursuant to Massachusetts General Law Chapter 40A, Section 17, by bringing an action within twenty (20) days after the decision has been filed in the office of the Town Clerk. Notice of the action with a copy of the complaint shall be given to the Town Clerk so as to be received within twenty (20) days. A copy of said complaint shall be given to the Planning Board.

No variance or special permit, or any extension, modification or renewal thereof shall take effect until a copy of that decision bearing the certification of the Town Clerk that 20 days have elapsed and no appeal has been filed or that if such an appeal has been filed that it has been denied or dismissed, is recorded in the Registry of Deeds for the county or district in which the land is located and is indexed in the grantor index under the name of the owner of record or is recorded and noted on the owner's title certificate. The fee for recording or registering shall be paid by the owner or applicant.

**To the Applicant:** After 20 days have gone by from the above date, check with the Town Clerk's office and obtain a certified copy of the Board's decision. Be sure that the special permit/site plan is recorded at the Registry with your deed. The permit is not valid until it is recorded. A copy of the receipt from the Registry of Deeds must be filed with the Planning Board and Building Department when you apply for a building permit for the proposed construction. Also, prior to applying for a building permit for construction, **contact the Planning Board for endorsement of the approved site plan.**

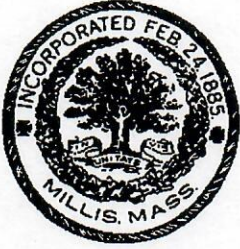
*Camille Standley*  
Camille Standley  
Administrative Assistant

cc: Applicant (via email)

Building Dept., BOH, Abutters, File

Decision cover ltr DPW Renovation Project 1-21-2021.doc





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Millis Town Clerk  
Received

JAN 21 2021

*Jim Janiak*  
Town Clerk

January 21, 2021

### DECISION OF THE MILLIS PLANNING BOARD ON THE SITE PLAN APPROVAL APPLICATION SUBMITTED BY THE TOWN OF MILLIS/DPW FOR RENOVATION OF MILLIS DEPARTMENT OF PUBLIC WORKS (DPW) FACILITY, 7 WATER STREET, MILLIS, MASSACHUSETTS

An application was filed with the Millis Town Clerk's office on December 4, 2020, by James McKay, DPW Director and Michael Guzinski, Town Administrator, Town of Millis, 900 Main Street, who requests;

- a) a Special Permit for Site Plan Approval pursuant to Section XIII, Special Permit Conditions, paragraph C, Site Plan Review; Section XXII Municipal Overlay

of the Millis Zoning By-laws of the Town of Millis, for facilities renovations and additions at the Millis Department of Public Works located at 7 Water Street.

The property is identified by the Millis Assessor's Office as Map 52, Parcel 19. The property is owned by Town of Millis, Select Board. The property is located within the Municipal Overlay of the Residential-Village (R-V) Zoning District.

In accordance with the provision of G. L. c. 40, Section 11, notice of hearing was published in The Milford Daily News on December 23, 2020 and December 30, 2020. Abutters to the property were properly notified of the public hearing by mail. A list of the abutters is on file in the Town Clerk's office, 900 Main Street, Millis, Massachusetts.

A public hearing, via ZOOM, in accordance with said notice was held on January 12, 2021. The public hearing was closed on January 12, 2021.

The applicant was represented by Wayne Klocko, Chair, Permanent Building Committee, and James McKay, DPW Director. BETA Group, Inc. was the consulting engineer for the Planning Board on this application.



The following submissions were received through the public hearing process:

- Document entitled, "Special Permit Application for/ with Site Plan Approval", Applicants James McKay and Michael Guzinski, Town of Millis, filed December 4, 2020, with attachments
- Plans entitled, "Millis Department of Public Works Facilities Renovation & Additions," dated November 17, 2020, prepared by Simpson Gumpertz & Heger Inc.
- Stormwater Management Report for Millis Department of Public Works, dated February 18, 2020, prepared by Simpson Gumpertz & Heger Inc.
- Updated Appendix G O&M Plan, dated February 18, 2020, revised March 25, 2020, prepared by Simpson Gumpertz & Heger Inc.
- Order of Conditions from Millis Conservation Commission; DEP File #CE225-0425, DPW, 7 Water Street, Millis, MA, dated June 17, 2020
- Correspondence to the Millis Planning Board from BETA Group, dated December 16, 2020, re: Site Plan Peer Review

## FINDINGS

The site is the Town Department of Public Works (DPW) facility located at the intersection of Water Street and Environmental Drive. The facility consists of town vehicle/equipment storage, laydown area for material storage, parking of school buses, the DPW garage, salt barn, two above ground fuel tanks, and associated paved parking/driveways and underground utilities including a sewage pump station. The proposed DPW renovation includes two new buildings: a vehicle maintenance and washing building and an administration building. The existing garage is to be renovated and site improvements will include additional school bus parking, green space areas, drainage improvements and full depth pavement reconstruction with modified traffic circulation. Proposed work is within limits of existing disturbed/developed area and does not change the current use or operations of the site. Stormwater improvements consist of new deep sump catch basins, a proprietary water quality unit and modifications to the existing stormwater basin.

The project parcel is located within the Municipal Overlay of the Residential Village (R-V) Zoning District. The use is allowed by right and not subject to any dimensional requirements, special permit requirements, or any other process, permit or limitations of the zoning bylaw except site plan review from the Planning Board.

The Board retained their engineering consultant, BETA Group, Inc., to review the design for compliance with Site Plan review and standard engineering practices. The various aspects of the review included stormwater management, utility design,



environmental and groundwater considerations and other similar aspects. It was found that the existing site is non-compliant in regards to stormwater and groundwater protection and while the proposed renovations will not address all compliance and standard engineering practices, they will improve the current conditions on the site. Peer review discussion also included operations and maintenance documents and practices of the public works yard as they relate to the Town's overall Stormwater Management Program for the Municipal Separate Storm Sewer System (MS4) Permit and the Groundwater Protection District for the Public Water Supply Well located northwest of the Site. The DPW has indicated they are working on addressing these aspects of the discussion through the Town-wide Stormwater Management Program.

The items for review specific to site plan approval for this application include Section XIII.C.5 of the Zoning By-laws of the Town of Millis which requires the following matters be evaluated prior to the granting of an application for Site Plan Review:

(a) Protection of adjoining premises against detrimental uses by provision for surface water drainage, sound and sight buffers and preservation of views, light and air.

**Finding:** The site is surrounded by wooded areas and the proposal will not remove trees or change the existing condition in regards to sight buffers, sound, views, light or air. The proposal includes improving stormwater management on the site by installing deep sump catch basins and a water quality unit to treat the existing parking lot area and increasing the size of the existing stormwater basin to retain and infiltrate more stormwater runoff on-site. The Planning Board therefore finds that this requirement has been met.

(b) Convenience and safety of vehicular and pedestrian movement within the site, the location of driveway openings in relation to traffic or adjacent streets and, when necessary, compliance with other regulations for the handicapped, minors and the elderly.

**Finding:** The applicant is proposing to maintain the existing driveway openings to the site. Site traffic circulation will be improved through replacement of open pavement with proposed green space areas, a defined driveway through the site and designated parking areas with space stripping for buses and vehicles. The Planning Board therefore finds that this requirement has been met.

(c) Protection and enhancement of existing site features.

**Finding:** The site is currently developed and active with Department of Public Works (DPW) operations that will continue under this proposal. The proposed



renovation will occur within the limits of existing paved and gravel-surfaced areas with some impervious areas being converted to grass landscape areas. The proposal includes a stormwater management system on-site which will improve the stormwater runoff quality discharging to the adjacent wetlands. The Planning Board therefore finds that this requirement has been met.

(d) Adequacy of the arrangement for parking and loading spaces in relation to the proposed use of the premises.

**Finding:** The existing DPW garage has conflicting uses including truck storage, administration offices and bus parking. The proposed renovation will allow for designated areas for these uses and associated parking and loading. Related improvements include replacement of open pavement with proposed green space areas, a defined driveway through the site and designated parking areas with space stripping for buses and vehicles. The Planning Board therefore finds that this requirement has been met.

(e) Adequacy of the methods of disposal of refuse and other wastes resulting from the uses permitted on the site.

**Finding:** The DPW will maintain existing practices for waste management and has included Solid Waste Management in the Operation and Maintenance Plan & Long-Term Pollution Prevention Plan provided with this proposal. The Planning Board therefore finds that this requirement has been met.

(f) Relationship of structures and open spaces to the natural landscape, existing buildings and other community assets in the area and compliance with other requirements of the by-law.

**Finding:** The site is currently developed, and the proposed renovation work is within the existing limits of site disturbance as discussed in this decision. The Planning Board therefore finds that this requirement has been met.

(g) Protection of environmental features, particularly groundwater resources, on the site and in adjacent areas, adequate protection to prevent pollution of surface and groundwater, soil erosion, increase runoff, changes in groundwater recharge or elevation and flooding.

**Finding:** The applicant has proposed an improved stormwater management system which provides the collection, treatment and infiltration of stormwater runoff. An Operation and Maintenance Plan & Long-Term Pollution Prevention Plan has been provided with the proposal. The applicant has indicated they will update the facility Operations and Maintenance Plan to ensure compliance with all Long-Term Pollution



Prevention requirements as identified in the Site Plan peer review. The Planning Board therefore finds that this requirement has been met.

The Board therefore finds that, with the conditions required below, the proposed renovation design is consistent with the requirements for Site Plan Approval.

## DECISION

At a meeting held, via ZOOM, on January 12, 2021, acting upon a motion of Mr. Richard Nichols and seconded by Ms. Nicole Riley, with Mr. George Yered, Ms. Nicole Riley, Mr. Richard Nichols, Mr. Bodha B. Raut Chhetry, Mr. Alan Handel and Mr. Joshua Guerrero voting in the affirmative, it was unanimously voted to grant to the Applicant, Millis Department of Public Works, a **Site Plan Approval** for the property located at 7 Water Street, said location as described herein and on the plans. The site and the approved improvements are depicted on a thirteen-sheet plan set entitled "Millis Department of Public Works Facilities Renovations & Additions", dated November 17, 2020 prepared by Simpson Gumpertz & Heger (hereinafter referred to as the "Approved Site Plan"). Site plan approval is subject to the following conditions:

1. All necessary approvals from other Town Boards and Commissions must be obtained by the Applicant. Proof of said approvals, where needed, shall be forwarded to the Millis Planning Board. Approvals and/or permits shall reference the Approved Site Plan.
2. All provisions of the Millis Zoning By-laws shall be observed unless otherwise approved herein, authorized by variance from the Millis Zoning Board of Appeals, or authorized by a Determination pursuant to M.G.L. Chapter 40A, Section 6 that such pre-existing non-conforming uses may remain or be expanded and/or modified.
3. This site plan approval granted under the provisions of the Millis Zoning By-laws shall lapse within twenty-four (24) months from the filing of this decision with the Town Clerk, and including such time required to pursue or await the determination of an appeal from the grant thereof. If the Applicant, for good cause, needs to be granted an extension of up to one (1) year for completion of the project, such an extension will not be unreasonably withheld.
4. This permit is for the renovation of the site at 7 Water Street, including a new 2,933 sf vehicle maintenance building, a new 1,925 sf staff building, and site improvements including full depth parking lot reconstruction, green space areas, sewer service to new buildings, new drainage infrastructure and improvements and improved traffic circulation, all as shown on the Approved Site Plan. Any desired changes in use must be submitted the Board for review and



determination as to whether an amendment or modification of the permit is required.

5. The Applicant shall identify the name, address and phone number of the contact person for construction management of the project. Said contact person shall be available 24 hours per day, seven days per week throughout construction. This information shall be provided to the dispatcher's office of the Millis Police and Fire Departments, the office of the Department of Public Works, and any other department deemed necessary by the Planning Board. In addition, this information should be posted in a prominent location on the required temporary construction fencing.
6. Prior to the start of construction, the Applicant shall conduct a pre-construction meeting with the Assistant Director of the Department of Public Works, the Planning Board's Engineer, and any other persons the Planning Board or its engineer deems appropriate. A Scope & Fee for construction inspection services to be paid for by the applicant shall be agreed upon and signed by the Applicant and Town of Millis prior to the start of construction.
7. No construction shall be started prior to 7:00 A.M. or continue beyond 6:00 P.M. No work will be permitted on the site on Sundays or on holidays observed in Norfolk County, Massachusetts unless approved by the Building Inspector and notification is provided to the Director of the Department of Public Works. A sign stating these construction activity hours shall be posted at the construction entrance.
8. There shall be no loading/unloading or stacking of construction equipment and materials during construction on Environmental Drive. There shall be no idling of delivery trucks during construction either within the project site or on adjacent streets. Truck and machine idling as governed by MGL Chapter 90 Section 16-A. Activities along Environmental Drive must meet the approval of the Police Chief. A sign stating these conditions shall be posted at the construction entrance.
9. Prior to construction, the Applicant shall update the SWPPP document with the final names of the responsible parties and the site contractor and shall submit a copy of the document to the Planning Board. All construction activities shall proceed in accordance with the SWPPP.
10. Areas of disturbance, including stockpiling areas shall be protected by temporary fencing throughout construction.



11. Areas of disturbance shall be limited to the greatest extent practical. Disturbed areas that will not be built upon, paved or grassed within 14 days shall be temporarily stabilized with grass.
12. Installation of erosion control devices shall precede all other construction. Flooding of abutting properties during construction shall not be allowed.
13. A dumpster shall be maintained on-site throughout construction. All trash shall be collected daily and deposited in the dumpster. No trash shall be buried on-site.
14. If it is determined by the Board that construction related dust is excessive, remediation shall be implemented within 24 hours. Dust control shall be by water truck, calcium chloride shall not be allowed.
15. Upon completion of construction and the establishment of vegetation, sedimentation and debris shall be removed from all components of the stormwater recharge system, including but not limited to catch basins. Accumulates shall be properly disposed of off-site.
16. The Planning Board and any of its representatives shall be allowed to inspect the premises at any time.
17. An "as-built" plan shall be submitted for approval to the Planning Board prior to occupancy. Among other things, the As-built plan shall show the location of all utility systems and shall include ties to water and sewer curb stops. As-built plans shall be accompanied by a written statement certifying substantial compliance with the Approved Plans. The statement shall note any deviation from the Approved Plans as part of this permit, shall be written by a Professional Engineer and shall include the dates of inspection(s). Facility shall not be allowed to partial occupancy at any time without the approval of the Planning Board.
18. All construction activities and future use of the site shall be in accordance with the provisions of the document submitted by the applicant entitled "Operations and Maintenance Plan & Long-Term Pollution Prevention Plan" prepared by Simpson Gumpertz & Heger, dated February 18, 2020, revised March 25, 2020, which includes the Long-Term O&M Plan for stormwater. The Long-Term O&M Plan will apply to the maintenance of the stormwater system and ongoing use of the property.
19. The property owner shall maintain on-site files including records of inspection, maintenance, and corrective actions for work performed in accordance with the

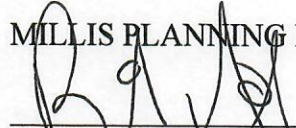


operations and maintenance requirements prepared by the Applicant. Such files shall be available for inspection by the town.

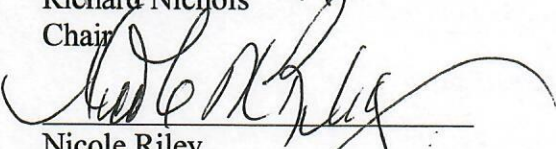
20. The Town shall obtain shop drawings and supporting calculations stamped by a professional engineer for the proposed retaining wall.
21. Observation and approval of subsoil during construction of the infiltration basin shall be performed by a designee of the Town to determine whether soils and high groundwater are consistent with assumptions made in the stormwater report. At least two business days' notice must be provided for inspection. Site conditions found not to be consistent shall be reviewed by a Professional Engineer to determine whether the proposed facilities under the existing conditions will meet or exceed the approved design infiltration rate. A written statement certifying that the systems will function in accordance with the Approved Stormwater Report with the existing soil conditions shall be provided by the Professional Engineer. If approved design rates cannot be met, modifications to the design shall be proposed for review and approval by the Planning Board.
22. The Site Operation and Maintenance Plan with signature of the owner/operator shall be provided to the Board prior to occupancy and future responsible parties shall be notified of their continuing legal responsibility to operate and maintain the stormwater management system. Each new owner/contact/DPW Operator of the site shall provide the Planning Board with an updated Site Operations and Maintenance Plan with signature.
23. Installation of erosion controls and perimeter control devices shall precede all other construction. Flooding of abutting properties during construction is not allowed.
24. Snow shall be stockpiled in pervious landscape areas and away from BMPs and resource areas. Remove from site when quantity of snow exceeds approved storage areas.
25. Update Operations and Maintenance Plan to include a map (preferably 11x17) that identifies all BMP locations to be maintained. Include proposed locations of snow storage and identify existing earthen berms and proposed rip-rap berms as site stormwater BMPs to be maintained.
26. The Long-term Operation and Maintenance Plan for the site shall be in conformance with the Storm Water Pollution Prevention Requirements of the Town's Small Municipal Separate Storm Sewer System (MS4) Permit.



MILLIS PLANNING BOARD:

  
Richard Nichols  
Chair


☒ Approve    ☐ Deny    ☐ Abstain

  
Nicole Riley  
Clerk

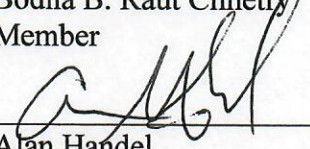
☒ Approve    ☐ Deny    ☐ Abstain

  
George Yered  
Member


☒ Approve    ☐ Deny    ☐ Abstain

  
Bodha B. Raut Chhetry  
Member

☒ Approve    ☐ Deny    ☐ Abstain

  
Alan Handel  
Member

☒ Approve    ☐ Deny    ☐ Abstain

  
Joshua Guerrero  
Associate Member

☒ Approve    ☐ Deny    ☐ Abstain

DATE VOTED: January 12, 2021

DATED FILED WITH THE OFFICE OF THE TOWN CLERK: January 21, 2021

APPEALS FROM THIS DECISION, IF ANY, SHALL BE MADE PURSUANT TO GENERAL LAWS CHAPTER 40A, SECTION 17, AND SHALL BE FILED WITHIN TWENTY (20) DAYS AFTER THE DATE THIS DECISION IS FILED IN THE OFFICE OF THE TOWN CLERK.